

<h2 style="text-align: center;">City of Austin</h2> <h1 style="text-align: center;">Residential Permit Application</h1> <p style="text-align: center;">Residential Review, 2nd floor, One Texas Center 505 Barton Springs, Austin, TX 78704 (512) 974-2747</p>	For Departmental Use Only	PR #:	BP #:
		Assigned:	Due Date:
		Review Date:	Issue Date:
		Reviewed/Approved:	Issued:

Project Information			
Project Address:		Tax Parcel ID:	
Legal Description:			
Zoning <u>District or PUD</u> :		Lot Size (square feet):	
Neighborhood Plan Area (if applicable):		Historic District (if applicable):	
Is this site within the Residential Design and Compatibility Standards Ordinance Boundary Area? Y N <small>Note: Boundaries are defined under Title 25-2 Subchapter F of the Land Development Code.</small>			
Does this site currently have water availability? Y N wastewater availability? Y N <small>If no, contact Austin Water Utility to apply for water/wastewater taps and/or service extension request.</small>			
Does this site have a septic system? Y N If yes, submit a copy of approved septic permit to construct			
Does this site require a cut or fill in excess of four (4) feet? Y N <small>If yes, contact the Development Assistance Center for a Site Plan Exemption.</small>			
Does this site front a paved street? Y N		Is this site adjacent to a paved alley? Y N	
Does this site have a Board of Adjustment (BOA) variance? Y N Case # _____ (if applicable)			
Does this site have a Residential Design and Compatibility Commission (RDCC) waiver? Y N <small>If yes, provide a copy of decision sheet. Note: A permit cannot be approved within 10 days of approval of a variance from BOA.</small>			
Does the project impact a tree protected by ordinance? This would include canopy and/or critical root zone. Y N <small>Note: If yes, application for a tree permit with the City Arborist may be required.</small>			
Is this site within one hundred-fifty (150) feet of the one hundred (100) year floodplain? Y N Note: Proximity to a floodplain may require additional review time.			

Description of Work					
Existing Use:	vacant	single-family residential	duplex residential	two-family residential	other _____
Proposed Use:	vacant	single-family residential	duplex residential	two-family residential	other _____
Project Type:	new construction	addition	addition/remodel	remodel/repair	other _____
# of bedrooms existing:		# of bedrooms proposed:		# of baths existing:	
Will all or part of an existing exterior wall be removed as part of the project? Y N Note: Removal of all or part of a structure requires a demolition permit.					
Project Description: (Note: Please provide thorough description of project. Attach additional pages as necessary)					
Trades Permits Required: electric plumbing mechanical (HVAC) concrete (right-of-way)					

Job Valuation		
Total Job Valuation: \$ _____	Portion of Total Job Valuation Dedicated to Addition/New Construction: \$ _____ Bldg: \$ _____ Elec: \$ _____ Plmbg: \$ _____ Mech: \$ _____	Portion of Total Job Valuation Dedicated to Remodel/Repair: \$ _____ Bldg: \$ _____ Elec: \$ _____ Plmbg: \$ _____ Mech: \$ _____
<small>Note: The total job valuation should be the sum total of all valuations noted to the right. Labor and materials only, rounded to nearest dollar. Permit fees are based on adopted fee schedule.</small>	Primary Structure: \$ _____	
	Accessory Structure: \$ _____	

	Site Development Information
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Building Coverage Information	
1. Building Name	
2. Building Address	
3. Building Type	
4. Building Age	
5. Building Use	
6. Building Occupancy	
7. Building Condition	
8. Building Insurance	
9. Building Maintenance	
10. Building History	
11. Building Features	
12. Building Details	
13. Building Notes	
14. Building Photos	
15. Building Documents	
16. Building Reports	
17. Building Plans	
18. Building Specifications	
19. Building Standards	
20. Building Codes	
21. Building Regulations	
22. Building Laws	
23. Building Policies	
24. Building Procedures	
25. Building Practices	
26. Building Methods	
27. Building Techniques	
28. Building Materials	
29. Building Equipment	
30. Building Tools	
31. Building Supplies	
32. Building Services	
33. Building Contractors	
34. Building Engineers	
35. Building Architects	
36. Building Inspectors	
37. Building Managers	
38. Building Owners	
39. Building Tenants	
40. Building Users	
41. Building Visitors	
42. Building Guests	
43. Building Clients	
44. Building Partners	
45. Building Stakeholders	
46. Building Community	
47. Building Environment	
48. Building Climate	
49. Building Air Quality	
50. Building Noise	
51. Building Vibration	
52. Building Seismicity	
53. Building Wind	
54. Building Rain	
55. Building Snow	
56. Building Ice	
57. Building Fire	
58. Building Safety	
59. Building Security	
60. Building Health	
61. Building Performance	
62. Building Efficiency	
63. Building Sustainability	
64. Building Innovation	
65. Building Research	
66. Building Development	
67. Building Construction	
68. Building Renovation	
69. Building Restoration	
70. Building Preservation	
71. Building Conservation	
72. Building Heritage	
73. Building Culture	
74. Building Identity	
75. Building Image	
76. Building Reputation	
77. Building Brand	
78. Building Marketing	
79. Building Sales	
80. Building Leasing	
81. Building Management	
82. Building Operations	
83. Building Maintenance	
84. Building Repairs	
85. Building Upgrades	
86. Building Improvements	
87. Building Enhancements	
88. Building Additions	
89. Building Extensions	
90. Building Modifications	
91. Building Alterations	
92. Building Renovations	
93. Building Restorations	
94. Building Preservations	
95. Building Conservations	
96. Building Heritages	
97. Building Cultures	
98. Building Identities	
99. Building Images	
100. Building Reputations	

Note: Building Coverage means the area of a lot covered by buildings or roofed areas, but excludes ground level paving, landscaping, open recreational facilities, incidental projecting eaves, balconies, and similar features. Pools, ponds, and fountains are not included in this measurement. (LDC 25-1-21)

Existing Building Coverage (sq ft):_____ % of lot size:_____

Proposed Building Coverage (sq ft): _____ % of lot size: _____

Impervious Cover Information	
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Note: Impervious cover is the total horizontal area of covered spaces, paved areas, walkways, and driveways. The term excludes pools, ponds, fountains, and areas with gravel placed over pervious surfaces that are used only for landscaping or by pedestrians. (LDC 25-1-23)

Existing Impervious Cover (sq ft):_____ % of lot size:_____

Proposed Impervious Cover (sq ft): _____ % of lot size: _____

Setbacks

Are any existing structures on this site a non-compliant structure based on a yard setback requirement? (LDC 25-2-513)	Y	N
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Does any structure (or an element of a structure) extend over or beyond a required yard? (LDC 25-2-513)	Y	N
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Is front yard setback averaging being utilized on this property? (LDC 25-2, Subchapter F, Sec. 2.3)	Y	N
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Height Information (LDC 25-1-21 or 25-2 Subchapter F, Section 3.4) **Parking** (LDC 25-6 Appendix A & 25-6-478)

Height Information (LDC 25-1-21 or 25-2 Subchapter F, Section 3.4) **Parking** (LDC 25-6 Appendix A & 25-6-478)

Building Height:_____ft Number of Floors:_____ # of spaces required:_____ # of spaces provided:_____

Building Height:_____ft Number of Floors:_____ # of spaces required:_____ # of spaces provided:_____

Right-of-Way Information	
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Is a sidewalk required for the proposed construction? (LDC-6-353)	Y	N
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***Sidewalks are to be installed on any new construction of a single family, two-family or duplex residential structure and any addition to an existing building that increases the building's gross floor area by 50 % or more.**

Will a Type I driveway approach be installed, relocated, removed or repaired as part of this project?	Y	N
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Width of approach (measured at property line): _____ ft Distance from intersection (for corner lots only): _____ ft

Are storm sewer inlets located along the property or within ten (10) feet of the boundaries of the property?	Y	N
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Building and Site Area

Area Description			
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	Existing Sq Ft	New/Added Sq Ft	Total Sq Ft
<p>Note: Provide a separate calculation for each distinct area. Attach additional sheets as necessary. Measurements are to the outside surface of the exterior wall.</p>			

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1 st floor conditioned area			
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2 nd floor conditioned area			
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3 rd floor conditioned area			
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Basement			
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Covered Parking (garage or carport)			
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Covered Patio, Deck or Porch	/	/		
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Balcony			
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Other			
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Total Building Coverage			
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Driveway			
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Sidewalks			
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Uncovered Patio	/			
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Uncovered Wood Deck (counts at 50%)			
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AC pads			
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Other (Pool Coping, Retaining Walls)			
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Total Site Coverage			
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Pool			
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Spa			
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Gross Floor Area

This section is only required for projects located within the Residential Design and Compatibility Standards Ordinance Boundaries as defined and illustrated in Title 25-2 Subchapter F of the Land Development Code. The Gross Floor Area of each floor is measured as the area contained within the outside edge of the exterior walls.

	Existing	New	Exemption	Total
1 st Floor	_____	_____		_____
2 nd Floor	_____	_____		_____
3 rd Floor	_____	_____		_____
Basement	_____	_____	_____	_____
Attic	_____	_____	_____	_____
Garage (attached)	_____	_____	_____	_____
(detached)	_____	_____	_____	_____
Carport (attached)	_____	_____	_____	_____
(detached)	_____	_____	_____	_____
Accessory building(s) (detached)	_____	_____		_____

TOTAL GROSS FLOOR AREA _____

(Total Gross Floor Area /lot size) x 100 = _____ **Floor-To-Area Ratio (FAR)**

Is this project claiming a “parking area” exemption as described under Article 3?	Y	N
Is this project claiming a “ground floor porch” exemption as described under Article 3?	Y	N
Is this project claiming a “basement” exemption as described under Article 3?	Y	N
Is this project claiming a “habitable attic” exemption as described under Article 3?	Y	N
Is a sidewall articulation required for this project?	Y	N
Does any portion of the structure extend beyond a setback plane?	Y	N

Parking Area exemption: Up to 450 square feet of a parking area may be deducted if it is a detached rear parking area that is separated from the principal structure by not less than 10 feet; or attached by a covered breezeway that is completely open on all sides, with a walkway not exceeding 6 feet in width and a roof not exceeding 8 feet in width; or a parking area that is open on two or more sides, if: it does not have habitable space above it; and the open sides are clear and unobstructed for at least 80% of the area measured below the top of the wall plate to the finished floor of the carport. Up to 200 square feet may be deducted if it is an attached parking area used to meet the minimum parking requirement; or a garage that is less than 10 feet from the rear of the principal structure, provided that the garage is either detached from the principal structure; or attached by a covered breezeway that is completely open on all sides, with a walkway not exceeding 6 feet in width and a roof not exceeding 8 feet in width. An applicant may receive only one 450-square foot exemption per site under Article 3. An applicant who receives a 450-square foot exemption may receive an additional 200-foot exemption for the same site under Article 3, but only for an attached parking area used to meet minimum parking requirements.

Ground Floor Porch exemption: A ground floor porch, including a screened porch, may be exempted, provided that the porch is not accessible by automobile and is not connected to a driveway; and the exemption may not exceed 200 square feet if a porch has habitable space or a balcony above it.

Basement exemption: A habitable portion of a building that is below grade may be exempted if the habitable portion does not extend beyond the first-story footprint and is below natural or finished grade, whichever is lower; and it is surrounded by natural grade for at least 50% of its perimeter wall area and the finished floor of the first story is not more than three feet above the average elevation at the intersections of the minimum front yard setback line and the side property lines.

Habitable Attic exemption: A habitable portion of an attic may be exempted if: 1. The roof above it is not a flat or mansard roof and has a slope of 3 to 12 or greater; 2. It is fully contained within the roof structure; 3. It has only one floor; 4. It does not extend beyond the footprint of the floors below; 5. It is the highest habitable portion of the building, or a section of the building, and adds no additional mass to the structure; and 6. Fifty percent or more of the area has a ceiling height of seven feet or less.

Contact Information

Owner		Applicant or Agent	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Fax		Fax	
General Contractor		Design Professional	
Mailing Address		Mailing Address	
Phone		Phone	
Email		Email	
Fax		Fax	

Acknowledgments

Is this site registered as the owner's homestead for the current tax year with the appraisal district? Y N

I understand that in accordance with Sections 25-1-411 and 25-11-66 of the Land Development Code (LDC), non-compliance with the LDC may be cause for the Building Official to suspend or revoke a permit and/or license.

I understand that I am responsible for complying with any subdivision notes, ~~deed restrictions~~, restrictive covenants and/or zoning conditional overlays prohibiting certain uses and/or requiring certain development restrictions (i.e., height, access, screening, etc.) on this property.

If a conflict should result with any of these restrictions, it will be my responsibility to resolve it. I understand that, if requested, I must provide copies of all subdivision plat notes, ~~deed restrictions~~, restrictive covenants, and/or zoning conditional overlay information that may apply to this property.

I acknowledge that this project qualifies for the Site Plan Exemption as listed in Section 25-5-2 of the LDC. I understand that nothing may be built upon or over an easement.

I further understand that no portion of any roof structure may overhang in any public utility or drainage easement. I acknowledge that customer will bear the expense of any necessary relocation of existing utilities to clear this driveway location and/or the cost to repair any damage to existing utilities caused during construction.

I agree that this application will expire on the 181st day after the date that the application is filed if the application is not approved and an extension is not granted. If the application expires, a new submittal will be required and compliance with current code may be required.

I hereby certify that to the best of my knowledge and ability, the information provided in this application is complete and accurate.

I further acknowledge that, should any information contained herein prove incorrect, the building official may suspend or revoke any resulting permit and/or license.

I also understand that if there are any trees greater than 19 inches in diameter located on the property and immediately adjacent to the proposed construction, I am to schedule a Tree Ordinance review by contacting (512) 974-1876 and receive approval to proceed. Tree protection is required per Section 25-8-603.

Erosion and Sedimentation Controls are required per Section 25-8-181.

I acknowledge that a sidewalk will be required on any new construction of a single family, two-family or duplex residential structure and any addition to an existing building that increases the building's gross floor area by 50 % or more.

I acknowledge if my plans are subject to a technical review it will not be construed to be a permit for, or an approval of any violation of any of the provisions of the current adopted building codes or another ordinance of the City of Austin.

Applicant's signature: _____ Date: _____

APPLICATION PROCESS FOR ZONING REVIEW

Remodel/Repair – Single and Multi-Story

This process is applicable to interior remodel/repair projects where no additional square footage is being added to or demolished from the exterior of the structure.

Application Requirements:

- a) Completed Application
- b) Owner's Authorization Letter
- c) Certified Tax Certificate (if total or partial demolition is included)
- d) Prerequisite Review - Austin Water Utility Service Plan Application (if applicable)
- e) Permit Exhibits
 - 1. Plot Plan
 - 2. Floorplan(s)

Single Story - (New Construction, Addition, Addition/Remodel)

This process includes single-story projects where height does not exceed 20 feet.

Application Requirements:

- a) Completed Application
- b) Owner's Authorization Letter
- c) Certified Tax Certificate (if total or partial demolition is included)
- d) Prerequisite Reviews (if applicable)
 - a. Electrical Service Plan Application
 - b. Austin Water Utility Service Plan Application
 - c. Tree Review
 - d. Demolition/ Historic Review
- e) Permit Exhibits
 - 1. Plot Plan
 - 2. Floorplan(s)
 - 3. Exterior Elevations – Front, Rear and Sides – including high, low and average elevations at grade and building height.

Multi-Story - (New Construction, Additions, Addition/Remodel)

This process includes multiple-story projects as well as single story projects that exceed 20' in height.

Application Requirements:

- a) Completed Application (property owner must sign the application)
- b) Owner's Authorization Letter
- c) Certified Tax Certificate (if total or partial demolition is included)
- d) Letter from the property owner authorizing the agent processing the permit.
- e) Prerequisite Reviews (if applicable)
 - a. Electrical Service Plan Application
 - b. Austin Water Utility Service Plan Application
 - c. Tree Review
 - d. Demolition/ Historic Review
- f) Permit Exhibits
 - 1. Plot Plan
 - 2. Floorplan(s)
 - 3. Exterior Elevations – Front, Rear and Sides – including high, low and average elevations at grade and building height.
 - 4. Setback Plane Compliance Plan
 - 5. Exemption Exhibits (attic exemption and/or basement exemption, if applicable)

APPLICATION PROCESS FOR BUILDING PLAN REVIEW

The following permit exhibits shall apply to the construction, alteration, movement, enlargement, replacement, repair, use and occupancy, location, removal and demolition of detached one or two-family dwellings with a separate means of egress and their accessory structures.

1. Footing/Foundation Plans

- For basements and crawl space construction: a description of footing material and dimensions, as well as foundation wall material and dimensions, maximum depth of unbalanced fill being supported, and dimension of any internal piers
- For slab-on-ground construction: a description of the slab and haunch details being used

2. Wood Framed Floors

- Live loads being supported, size of joists, types of joists (solid sawn or engineered), span of joists, spacing of joists, minimum required wood grade of joists, span/material/dimensions of intermediate girders, anchorage requirements (anchor bolts/straps-number, spacing, size, etc.), type and minimum required grade of flooring sheathing

3. Wood Framed Walls

- Size (2" X 4", 2" X 6") and spacing of studs, minimum required wood grade
- Size/Span/Material of headers
- Type of lateral support (structural sheathing, let-in braces, etc.)

4. Wood Framed Roofs

- Live loads being supported, size of members, type of members (solid sawn, truss, or other engineered item), spacing, minimum required wood grade of members, means of anchorage to wall

5. Seismic Loading

- A description of shear wall construction/location or other means being used to counteract horizontal or overturning forces
- A description of the methods being used to establish continuous load paths in the structure

ADDITIONAL INFORMATION

Permit Exhibits (2 full size sets, 1 reduced set – all sets must be to scale)

2 full-size sets, which may be any size up to 24" X 36" drawn to a standard scale noted on the exhibits.

1 additional set must be ~~either~~ 8.5" X 11", 8.5" X 14" or 11" X 17", drawn to a standard scale noted on the exhibits, and legible.

Plot Plan

Plot Plans must be drawn to a standard scale and are to include (but are not limited) to the following items: property address and legal description, north arrow, drawing scale, trees over 19", property line, building lines for both existing and proposed improvements, easements, required setbacks and roof overhangs. *Please refer to the attached graphic for more information.*

Floorplan(s)

Floorplans must be drawn to a standard scale and are to include (but are not limited to) the following items: drawing scale, room labels, wall measurements, ceiling heights, door and window schedule, smoke detector locations, dimensioned locations of new plumbing fixtures, handrail/guardrail locations and room square footages. *Please refer to the attached graphic for more information.*

Setback Plane Compliance Plan

A separate exhibit must be submitted showing topographic elevations on 1-foot intervals on the property, including the top of foundation spot elevation and intersections of the property boundary with the building line segments per Subchapter F, Section 2.6. *All topographic information must be prepared and sealed by a Texas-registered professional land surveyor.*

Non-complying Structures (applicable to all work types)

A separate exhibit must be submitted showing the existing building footprint location in relation to the property boundaries and required setbacks. Exterior walls and supporting structural elements must be clearly labeled and dimensioned showing walls to be removed per Land Development Code Section 25-2-963.

Setback Averaging

If using setback averaging, one copy of the Contextual Site Plan showing four adjacent properties with location of existing buildings and existing front yard setbacks identified for front yard setback averaging per the provisions of Subchapter F, Residential Design and Compatibility Standards, Section 2.3.

Surveys must be provided by a Texas-registered professional land surveyor showing existing buildings and ~~existing front yard setbacks~~ their distance from the front lot line.

Design Professionals (zoning review only)

For any project exceeding 20 feet in height within the Subchapter F boundaries, all permit exhibits must be sealed and signed by a Texas-registered architect or certified building designer (National Council of Building Designers or Texas Institute of Building Design).

Technical Review (exclusive of the Application Process for Building Plan Review on page six of this application)

Any permit exhibits not sealed and signed by a Texas-registered architect or certified building designer will be subject to a limited technical review. The technical review is not intended to be exhaustive of all possible building code requirements.

Floodplain Review – Properties within 150 horizontal feet of the 100-year floodplain are subject to review to ensure compliance with City floodplain regulations. Visit the City's website (austintexas.gov) or the Development Assistance Center to verify the floodplain location. If floodplain review is anticipated, please include any additional supporting information available such as elevation certificates and/or surveys.

Localized flooding – If there is a storm drain inlet or pipe, drainage ditch, or drainage easement on or near the property or the property is at the low point of a roadway, there may be a chance of flooding from the local drainage system. The proposed development cannot cause additional flooding on other property nor have an adverse impact on the existing local drainage system. Contact the Development Assistance Center for more information.

Certified Tax Certificates

Travis County	http://www.traviscountytax.org	512-854-9473
Bastrop County	http://www.co.bastrop.tx.us	512-581-7161
Hays County	http://hayscountytax.com	512-393-5545
Williamson County	http://williamson-county.org	512-244-8644